

**City of Fairfax
Parks & Recreation Department**

City Hall Room 123
10455 Armstrong Street
Fairfax, VA 22030
Hours: 8:30 am to 5 pm weekdays
Phone: 703.385.7858
Fax: 703.246.6321

OFFICIAL USE ONLY	
Date Received	_____
Approved	_____
Approved with Revisions	_____

Not Approved	_____
Date	_____
By	_____
Title	_____

APPLICATION FOR USE OF GYMNASIUM SPACE

Gymnasium Requested	Days of Week	Dates	Time

**Organization
Representative
Address
Telephone
Type of Activity**

E-MAIL:

Number of Participants

**Number of participants that are City of Fairfax Residents?
Are the majority of your participants under the age of 7?**

Fairfax County Residents:

Number of participants using facility per day

Number of games or practices per time requested

Describe contributions your organization has made in the previous year to the maintenance and/or improvement of City athletic fields, parks and facilities. Please attach description, location and monetary value of contributions.

Special Requests

The undersigned certifies that he/she is familiar with the regulations governing the use of athletic fields and park facilities (see reverse side). The undersigned shall be held financially responsible for any and all damages to the City of Fairfax property caused by the user and for the prompt and proper settlement of claims for such damage. The undersigned hereby releases and hold the City of Fairfax, its officers, servants, agents and employees harmless from any and all liabilities or claims arising out of or relating to the undersigned’s maintenance or use of City athletic fields and park facilities

(Signature)	(Title)	(Date)
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GYMNASIUM USAGE POLICY

1. At least two-thirds (2/3) of all participants must reside in the City or County of Fairfax.
2. A minimum of 15 players is required to qualify for use of full gymnasium facilities and a minimum of 8 players is required to qualify for use of one-half (1/2) gymnasium facilities.
3. Each youth team is permitted one and one half (1-1/2) hours of use per week. Youth groups consisting of 14 players or less must share the gym with another team of a proportionate number. Adult groups are permitted one and one half (1-1/2) hours of use per week.
4. Permits are not transferable and are subject to cancellation by the department.
5. Youth groups using the facility must be supervised by a coach or responsible adult. The individual to whom this permit is issued will be responsible for conduct of all participants, spectators and others connected with this activity, including visiting teams and opponents.
6. Use of the facility is restricted to the area to which you have been assigned and activities must be limited to those for which use was granted.
7. Permits are automatically canceled when Fairfax County Schools are closed because of inclement weather. If in doubt, listen to local radio stations.
8. Postponement or cancellation of use must be reported immediately to the Parks & Recreation Department. notification must not be later than noon of the day of weeknight usage or 5 p.m. on the Friday before weekend usage, or else groups will be charged for the building supervisor's salary. Additionally, notification of weekend cancellation must take place at least four days in advance of scheduled usage, or else groups will be charged for the custodian's salary. If payment is not received prior to next usage, gym allocation will automatically be forfeited.
9. The building supervisor is in charge of the facilities and will interpret all rules and regulations of the department.
10. Do not contact custodians or other school personnel for any reason. If the problem cannot be solved by the building supervisor, please contact the Parks & Recreation Department. The responsibility for supervision shall not fall to the custodian.
11. Any individual or groups found guilty of destroying or defacing school property shall be excluded from further use of the school building and shall be held responsible for such damage.
12. Food and/or beverages will not be permitted in the school.
13. Smoking will not be permitted in the school.
14. No immoral or unbecoming conduct is permitted; no alcoholic beverages may be served or consumed, and no gambling may take place on School Board property.
15. All groups are responsible for policing the area and returning folding chairs to designated area after use.
16. No automobiles shall be operated or parked other than in the designated parking area. Violation will result in cancellation of use permit.
17. The School Board and/or the Parks & Recreation Department reserves the right to deny use of a facility to any person or organization at any time and it is the final authority on the interpretation and modification of the policy on public use of school facilities. The School Board and/or the Parks & Recreation Department reserves the right to deny the privilege of continued use of facilities to any user who does not comply with all the regulations.